

**Peace Corps Moldova**  
**Pre-Service Training Temporary Staff Job Announcements**  
**Deadline for Submission: Close of Business February 27<sup>th</sup>, 2015**

**ADMINISTRATIVE ASSISTANT/DRIVER**

**ADMINISTRATIVE ASSISTANT/DRIVER** on a full-time basis for the period April – August, 2015 to assist the Training Manager and PST staff with logistics, documentation and budget operations.

**Major Duties and Responsibilities**

Under the coordination of the Training Manager:

- Assists with training logistical organization and executes necessary pre-payments as appropriate.
- Prepares contracts for training sites.
- Develops and maintains appropriate filing system for administrative documents and forms.
- Makes financial payments and processes advances and prepares the expenses records and reports as directed.
- Operates the vehicle keeping accurate mileage logs recording and develops schedule for vehicle use.
- In accordance with the Agency's regulations provides safety and security support to U.S. Trainees, Volunteers and staff.
- Serves as interpreter as needed with all levels of Government, financial and local business officials.
- Events may require occasional work in the evenings and on weekends and holidays.

**Desired Qualifications and Skills:**

- University degree required;
- Fluency in English, Romanian and Russian;
- Driver's license and experience with SUV vehicles.
- Administrative Experience working with budgets, processing of administrative-financial documents;
- Good knowledge of Microsoft Word and Excel;
- Exposure to or experience with foreigners preferred.

**LANGUAGE AND TECHNICAL INSTRUCTOR**

**LANGUAGE AND TECHNICAL INSTRUCTOR (LTI)** on a full-time basis for the period May – August, 2015 to assist with a 10-week training of U.S. Peace Corps Volunteers/Trainees, providing Romanian/Russian language training and community integration instruction and support the technical instruction process.

**Major Duties and Responsibilities:**

- Plans and facilitates language, cross-cultural and community integration training;
- Assists Trainees in developing technical language and appropriate behavior skills necessary for working as professionals in Moldova;
- In accordance with the Agency's regulations provides safety and security support to U.S. Trainees and staff;

**Desired Qualifications and Skills:**

- Language teaching or training experience;
- Excellent language proficiency in Romanian and Russian and a very good knowledge of English;
- General knowledge of Moldovan culture, communities, and professional norms is essential;
- Flexibility while working within a cross-cultural environment and ability to work as a member of a team;
- Exposure to or experience with foreigners preferred.

(University graduates and/or 3<sup>rd</sup> year students will also be accepted.)

**HOME STAY COORDINATOR**

**HOME STAY COORDINATOR (HFC)** on a full-time basis for the period April – August, 2015 to assist with a 10-week training of U.S. Peace Corps Volunteers/Trainees, coordinating PCTs' home stay safe integration, cultural learning and adjustment.

**Major Duties and Responsibilities**

- Identifies recruits and selects Moldovan host families for U.S. Peace Corps Volunteers/Trainees in Moldovan communities.
- Plan, implement, monitor and evaluate the home stay training for PCTs and PCTs' HF.
- Monitors and evaluates PCTs' cultural learning, adjustment and integration through the Home Stay Program implementation.
- Monitors the HF and PCTs relations during training and problem-solves issues and concerns.
- In accordance with the Agency's regulations provides safety and security support to U.S. Peace Corps Volunteers/Trainees.
- Serves as interpreter as needed with all levels of Government, financial and local business officials.
- Events may require occasional work in the evenings and on weekends and holidays.

**Desired Qualifications and Skills:**

- University degree required;
- Fluency in English, Romanian and Russian;
- Driver's license and experience with SUV vehicles are desired.
- Good knowledge of Microsoft Word and Excel;
- General knowledge of Moldovan culture, communities, and professional norms is essential;
- Exposure to or experience with foreigners preferred.
- Good interpersonal skills and cross-cultural understanding;

Interested candidates must submit a resume AND a letter of interest by email, in MS Word format with the position title in the subject line to [applications@md.peacecorps.gov](mailto:applications@md.peacecorps.gov) or to bring them to the office: # 12 Grigore Ureche str., Chişinău  
Tel: 54-50-21

**The deadline for application is February 27<sup>th</sup>, 2015**